

# Personnel Technician

**\$21.94 to \$28.02 per hour**  
(see page two for benefits)

**(Civil Service Commission & Volunteer Program)**

## the BIG picture

Do you thrive in an environment where work varies throughout the course of the day? In this unique position, you will have the opportunity to develop a foundation for a human resources profession that calls for a blend of technical and people skills. Under the supervision of the Civil Service Manager, the Personnel Technician supports the Civil Service Commission to educate job applicants and employees on personnel policies and procedures; and coordinates the City's Volunteer Program as an advocate for volunteerism by matching our community's volunteers to assignments throughout the organization.

### Examples of Duties

In this highly visible assignment, the incumbent will perform specialized clerical and paraprofessional duties which require a high degree of discretion and judgment.

#### Examples of duties include:

- ★ Answers routine questions from employees and the public regarding personnel policies and procedures and provisions in the Memoranda of Understanding
- ★ Maintains complex confidential human resources records systems and materials
- ★ Monitors reporting procedures and systems
- ★ Composes correspondence
- ★ Prepares reports, administrative manuals, and procedural manuals
- ★ Develops collaborative relationships with all levels of personnel, employees, and the public

For a comprehensive job description, please visit :

<http://www.torranceca.gov/22045.htm>

### Application Process

If this career building opportunity is a fit for your talents, apply online today at [www.TorranceCA.Gov](http://www.TorranceCA.Gov). Interested candidates must submit an online application and supplemental questionnaire.

Application filing opens:

**Monday April 22, 2013 at 7:30am and closes Friday, April 26, 2013, 5:30 pm.**

### Candidate Profile

#### Requirements:

Three years of progressively responsible clerical experience to include duties requiring discretion and judgment such as the development and maintenance of personnel and payroll record-keeping systems.

#### Ideal Candidate will possess: (In addition to the requirements)

- ✓ Experience with volunteer coordination
- ✓ Experience in interpreting personnel and employment rules, regulations, policies, and procedures
- ✓ Diplomacy and excellent communication skills
- ✓ Ability to maintain confidential information
- ✓ Enthusiasm and initiative
- ✓ Ability to work independently
- ✓ Adaptability to shifting priorities
- ✓ Excellent proofreading skills and attention to detail
- ✓ Formal education or training in Human Resources, Business Administration, Public Administration, or a related field
- ✓ Technical skill in word processing, database and spreadsheet applications

### What Happens Next?

Candidates who demonstrate that their experience, training and skills best meet the City's needs will be invited to participate in the examination process. The examination will include a written test (40%), performance test (qualifying), and an oral interview (60%).

The test dates will be determined.

Please visit our website under Recruitment Status for the most current information.

### Special Notes

Questions regarding this position may be directed to [KLee@TorranceCA.Gov](mailto:KLee@TorranceCA.Gov), Kelli Lee, Human Resources Administrator. If you have questions about the application or testing process, please email [jobinfo@TorranceCA.Gov](mailto:jobinfo@TorranceCA.Gov).

In accordance with the Memorandum of Understanding between TCEA and the City of Torrance, new employees covered under that memorandum shall become members in good standing or pay the required service fee to said union.

The eligible list resulting from this recruitment will be used to fill vacancies within the next 6 months.

Applicants with disabilities who require special testing arrangement must contact the Human Resources Division by April 26, 2013.

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

Human Resources 3231 Torrance Blvd. Torrance, CA 90503  
P: 310-618-2915 • E: [jobinfo@TorranceCA.Gov](mailto:jobinfo@TorranceCA.Gov) • [www.TorranceCA.Gov](http://www.TorranceCA.Gov)

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4/22/13—MPL

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# Personnel Technician

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(Civil Service Commission & Volunteer Program)

## Benefits, Perks & More

- ★ Dell Discount
- ★ Recreation classes
- ★ Secured bike lockers
- ★ Paid Vacation, Sick & Holiday Time
- ★ Education/Tuition Reimbursement
- ★ Employee Development Program
  - ★ Interest-free Computer Loan
  - ★ Cell Phone Service Discount
  - ★ Rideshare/Carpool/Van Pool
  - ★ On-site exercise/locker rooms
- ★ Entertainment/Attraction Discounts
  - ★ Employee Referral Incentives
  - ★ Deferred Compensation Program
- ★ Family Health, Dental and Vision Plans and Life Insurance
- ★ Flexible Benefits which provides tax-free options for medical, dental and child care expenses
- ★ Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare
- ★ Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% @ 62 retirement plan which is funded through contribution from both employer and employee

Visit our benefits link at [www.TorranceCA.Gov](http://www.TorranceCA.Gov),

Government/Human Resources Department/ Employee Benefits/General Employees  
for more details.

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**CITY OF TORRANCE**  
**Personnel Technician**  
**Job Code 13041126**  
**Supplemental Questions**

- 1a. Do you have any experience working with the employment hiring process?  
☐ Yes ☐ No
- 1b. If yes, how many years?  
☐ Less than 1 year    ☐ 1 to 3 years    ☐ 3 to 5 years    ☐ 5 years or more
- 2a. Do you have experience in explaining or interpreting human resources laws, rules, policies, and procedures?  
☐ Yes ☐ No
- 2b. If yes, how many years?  
☐ Less than 1 year    ☐ 1 to 3 years    ☐ 3 to 5 years    ☐ 5 years or more
3. Please describe your experience working with the employment hiring process including explaining or interpreting employment laws, rules, policies, and procedures.
- 4a. Do you have experience maintaining an automated personnel records system such as an Application Tracking System (ATS) or Human Resources Information Systems (HRIS)?  
☐ Yes ☐ No
- 4b. If yes, how many years?  
☐ Less than 1 year    ☐ 1 to 3 years    ☐ 3 to 5 years    ☐ 5 years or more
5. Please describe your experience using an automated ATS or HRIS including generating reports.
6. Describe your experience working with word processing, database, and spreadsheet software applications. Please indicate your level of proficiency (basic, intermediate, or advanced).
7. Have you completed coursework in Human Resources, Business Administration, Public Administration or a related field?  
☐ Yes ☐ No
8. If you answered yes to question #7, please indicate what level of formal education or training you have completed.
- ☐ Bachelor's degree  
☐ Associate's degree  
☐ Certificate  
☐ Coursework - Please indicate below the title(s) and education institution(s)
- | Course Title | Education Institution |
|--------------|-----------------------|
|--------------|-----------------------|
9. Please explain your understanding of the City's Volunteer Program. What is your experience in working with volunteers? What do you anticipate would be the challenges in effectively coordinating the program?